



JOB ANNOUNCEMENT 2016-020

Planning Manager **Planning Department/Community Development Division**

Full Time / Exempt / Non-Represented

SALARY RANGE: \$31.52 - \$40.34 hour (\$65,556 - \$83,917 annual)
Plus 6% City paid PERS

OPENS: November 3, 2016

CLOSES: November 30, 2016 at 5:00 PM

APPLY TO: City of Sherwood – Human Resources
22560 SW Pine Street
Sherwood, OR 97140
503 625-4201 phone - 503 625-4280 fax
humanresources@sherwoodoregon.gov

SUMMARY AND REQUIREMENTS

In a management capacity, and as a subject matter expert, lead staff, perform advanced and complicated professional planning work in such areas as land use, city and regional planning, community development, environmental and natural resources, economic development, and transportation planning. Prepare reports, budgets and make presentations. Direct, supervise and evaluate department personnel in the performance of their duties.

MANDATORY REQUIREMENTS: Broad knowledge of planning concepts, principles, techniques and practices. Considerable knowledge of laws, codes, rules, regulations and ordinances applied to land use planning and legal descriptions. Ability to comprehend and interpret land use laws, rules and regulations; communicate effectively both verbally and in writing; act as an informational resource and facilitate communication in public hearings; prepare clear and concise reports; prepare charts and maps. Equivalent to a Bachelor's degree in planning, geography, architecture, urban studies, or related field. Eight years professional planning experience, or any satisfactory combination of experience and training with demonstrates the knowledge, skills and abilities to perform the above duties. Minimum three years of supervisory experience.

DESIRABLE QUALIFICATIONS: AICP Certification. Completion of Master's Program in Urban Planning or closely related field.

PHYSICAL DEMANDS OF THE POSITION

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may frequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as a computer keyboard, calculator, and standard office equipment.

APPLICATION AND SELECTION PROCESS

To apply, submit a completed City Application, cover letter and resume, to the Human Resource Department on or before the closing date. Electronic copies are accepted with signature. Application materials will be used to select the top candidates for interview. Prior to hiring, the successful candidate may be asked to complete a satisfactory pre-employment criminal history background check.

Applications may be obtained at www.sherwoodoregon.gov or requested by calling Human Resources at (503) 625-4201.

NOTIFICATION

Due to staffing limitations and the large number of applications we receive, we are unable to confirm receipt of applications or notify individuals of the status of their application.

EQUAL OPPORTUNITY EMPLOYER

The City of Sherwood is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, gender, national origin, age, political affiliation, marital status, disability, or sexual orientation. The City of Sherwood provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request a disability accommodation, contact the Human Resources Department at (503) 625-4201.